

eWRIMS Report Management System Public User Manual 2010

CHAPTER 1 - SYSTEM BASICS

This chapter covers system information and functions common to all four types of water diversion and use reports.

1.1 LOGGING IN

Log into the Report Management System using your Water Right ID. Your water right ID is the Application, Statement or Recordation number associated with your water right. Passwords are mailed to report filers by the Division of Water Rights. If you have lost or misplaced your password, call the eWRIMS Helpdesk at 1-866-792-4977.

The screenshot shows the eWRIMS Report Management System login page. At the top is the California Environmental Protection Agency logo and the text 'STATE WATER RESOURCES CONTROL BOARD'. Below this is a blue banner with 'eWRIMS Report Management System'. The main content area is titled 'Welcome to the eWRIMS Report Management System – eWRIMS RMS'. It contains two paragraphs of text explaining the system's purpose and how to use it. To the right is a 'Submit Report' form with fields for 'Water Right ID*' (containing 'A024590') and 'Password:' (containing seven dots). A 'Proceed' button is at the bottom of the form. At the bottom of the page, there is a note about frequently asked questions and a footnote defining the Water Right ID.

Welcome to the eWRIMS Report Management System – eWRIMS RMS

The State Water Resources Control Board's Division of Water Rights (Division) administers water rights in California, including [Permits and Licenses](#), [Statements of Water Diversion and Use](#), and [Groundwater Recordations](#). The Division requires these water right holders to submit reports of water used, which are used by the Division to: (1) update ownership records; (2) determine compliance with the terms and conditions of the water right; and (3) determine the amount of water beneficially used.

The Electronic Water Rights Information Management System ([eWRIMS](#)) is a computer database developed by the Division to track information on water rights in California. eWRIMS RMS has been developed to provide an online tool to assist water users in submitting their reports. The system also allows the Division to process and track water user-submitted documents. Future enhancements to eWRIMS RMS will allow certain water use data to be available on the internet.

eWRIMS RMS is a user account and password protected system where a valid user account and password is needed to access the system. If you are a water right holder, the Division has mailed the paper forms along with a password and instructions on how to file your report online.

If you have any questions or for further assistance, please review the [Frequently Asked Questions](#) (FAQs) or contact the Division staff on phone duty at 916-341-5300, Monday through Friday, 8:00 a.m. through 5:00 p.m., or email ewrims@waterboards.ca.gov.

*** The Water Right ID is the Application, Statement or Recordation number associated with a Water Right (e.g., A123456; S123456; G123456).**

Submit Report

Water Right ID*:
A024590

Password:
••••••••

Proceed

NOTE: The system can only process a water diversion and use report for a single water right, and each water right must be accessed with a unique password. We may be able to add single log-in capability for multiple water rights in the future if resources allow.

The first time you log in, the system will ask you to confirm your email address. ***If you do not have an email address, please call the eWRIMS Helpdesk at 1-866-792-4977 for assistance.***



The screenshot shows the login interface for the eWRIMS Report Management System. At the top, there is a header with the CA.GOV logo and the text "CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY" and "STATE WATER RESOURCES CONTROL BOARD". Below this is a blue banner with the text "eWRIMS Report Management System". The main content area contains a welcome message: "Welcome to the eWRIMS Report Management System! Since this is the first time you have logged in for this water right, please provide your email address. This will be used in case you lose your password and you need to reset it." Below the message are two input fields: "Email Address:" and "Confirm Email Address:", both containing the text "n@waterboards.ca.gov". A "Submit" button is located below the second input field.

Enter your email address into both boxes, and click **Submit**.

After your email confirmation, the first screen to appear is the **Report Management Screen**.

1.2 REPORT MANAGEMENT SCREEN

The Report Management Screen features a table summary of reports related to your water right. From this screen, you can:

- Change the email or password associated with the water right
- Begin or continue an electronic report
- Print a report

The screenshot shows the eWRIMS Report Management System interface. At the top is the logo for the California Environmental Protection Agency State Water Resources Control Board. Below the logo is a blue header bar with the text "eWRIMS Report Management System". To the right of the header bar are two links: "Change Email or Password" and "Log Out". Below the header bar is a note: "Note: Log Out will take you to the eWRIMS Report Management Main Page where you may begin another report or exit the system." Below the note are the application and permit numbers: "Application Number: A024590" and "Permit Number: 017233". Below the numbers is a table titled "Progress Reports by Permittee". The table has three columns: "Year", "Status", and "Date Submitted". The table contains two rows: one for the year 2009 with status "Not Started", and one for the year 2008 with status "Submitted [printable version]" and date "11/25/2009". Below the table is a link: "Submit a Report for a Year not Shown Above". There are four callouts pointing to specific features: 1.3 "Begin or continue an electronic report" points to the "2009" link in the table. 1.2 "Change Email or Password" points to the "Change Email or Password" link. 1.4 "Print a report" points to the "printable version" link in the table. 1.3 "Begin or continue an electronic report" points to the "2009" link in the table.

Year	Status	Date Submitted
2009	Not Started	
2008	Submitted [printable version]	11/25/2009

[Submit a Report for a Year not Shown Above](#)

1.2a Change email or password

Click on the **Change Email or Password** hyperlink. A screen with the following boxes will appear:

The screenshot shows the "Change Email or Password" form. It has four input fields: "Email:" with the value "a@a.com", "Confirm Email:", "New Password:", and "Retype New Password:". Below the fields is a "Save" button and a "Cancel" button. A callout points to the "Email:" field with the text: "The email address on record with the State Water Board will appear in the Email box."

» **Change Email**

- 1) Type the new email address into the **Email** box, and type it again in the **Confirm Email** box.

2) Click the **Save** button at the bottom of the screen. If the email addresses entered into both boxes are even slightly different from one another, the message **Email does not Match** will appear next to the confirmation box.



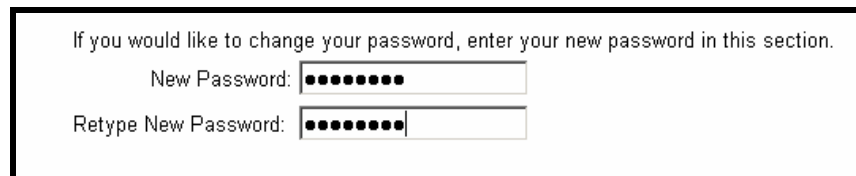
A screenshot of a web form for email confirmation. It contains two input fields: 'Email:' and 'Confirm Email:'. Both fields contain the text 'mlhoffman@waterboards.ca.gov'. To the right of the 'Confirm Email' field, the text 'Email does not Match' is displayed in red.

3) If the email addresses do not match, type the email address into both boxes again and click **Save**.

4) If your change was successful, the system will return to the Report Management Screen.

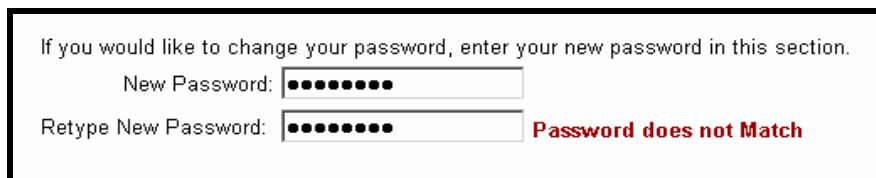
» **Change Password**

1) Type the new password into the **New Password** box, and type it again in the **Retype New Password** box.



A screenshot of a web form for changing a password. It contains two input fields: 'New Password:' and 'Retype New Password:'. Both fields are filled with eight dots, representing a password. Above the fields is the instruction: 'If you would like to change your password, enter your new password in this section.'

2) Click the **Save** button at the bottom of the screen. If the passwords entered into both boxes are even slightly different from one another, the message **Password does not Match** will appear next to the confirmation box.



A screenshot of a web form for changing a password, showing an error state. It contains two input fields: 'New Password:' and 'Retype New Password:'. Both fields are filled with eight dots. To the right of the 'Retype New Password' field, the text 'Password does not Match' is displayed in red. Above the fields is the instruction: 'If you would like to change your password, enter your new password in this section.'

3) If the passwords do not match, type the new password into both boxes again and click **Save**.

4) If your change was successful, the system will return to the Report Management Screen.

1.2b Begin or Continue an Electronic Report

The table in the middle of the Report Management Screen lists reports associated with the water right. If an electronic report has not yet been submitted, the **Year** will appear as a hyperlink.

Click on the year hyperlink and the system will start or open the report for that year.

Year	Status	Date Submitted
2009	Not Started	
2008	Submitted [printable version]	11/25/2009
Submit a Report for a Year not Shown Above		

The **Status** will indicate if the report for any given year is **Not Started**, **Submitted**, or **In Progress**. The system will allow you to save a partially complete report and return to it at a later time.

After you have clicked on the **Year** hyperlink, your report will start or open. For detailed instructions specific to each report type, please refer to:

- Chapter 2 – Permittee Report
- Chapter 3 – Licensee Report
- Chapter 4 – Supplemental Statement
- Chapter 5 – Groundwater Extraction Notice

» ***Submit a Report for a Year not Shown Above***

The link at the bottom of the table allows you to submit an electronic report for a year not listed in the table. If you click on the link, a screen with the following boxes will appear:

To start a new Progress Report by Permittee, enter the year below

Year:

- 1) Enter the year of the report you wish to file and click on the **Start Form** button. The system will open an electronic report form for the year you entered. Report specific instructions are included in subsequent chapters of this manual.

NOTE: *If you are submitting an electronic report for a year in which a paper report was filed with the State Water Board, please note that the information in the paper report stands as the official record.*

- 2) After the form has been started, the report will appear on the table with the status **In Progress**.

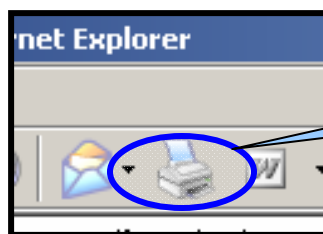
Progress Reports by Permittee		
Year	Status	Date Submitted
2009	In Progress	
2008	Submitted [printable version]	11/25/2009
2007	In Progress	

1.2c Print a Report

If you wish to print a report, click the hyperlink **printable version** in the **Status** column.

Supplemental Statement of Water Diversion and Use		
Year	Status	Date Submitted
2009	In Progress [printable version]	
Submit a Report for a Year not Shown Above		

A printable version of the report will appear in a new browser window. Print the report using your browser. The browser print button is usually located in the upper left corner of your computer screen.



Your browser print button probably looks similar to this.

The top of the report will indicate if the printed version is a draft or the final submitted version.

[DRAFT VERSION]

SUPPLEMENTAL STATEMENT OF WATER DIVERSION AND USE FOR 2009

Statement Number S012649

Water is used under _____

[FINAL SUBMITTED VERSION]

SUPPLEMENTAL STATEMENT OF WATER DIVERSION AND USE FOR 2009

Statement Number S002948

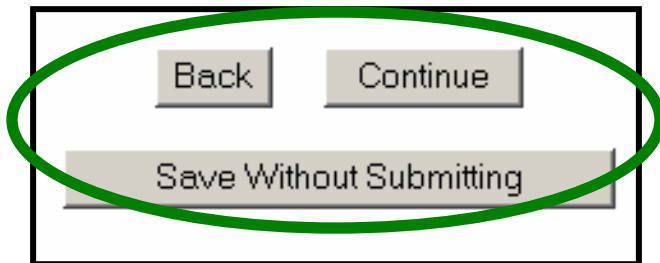
Water is used under _____ Riparian Claim _____

Year of first use _____ 1952 _____

Month	Rate of diversion (GPM)	Amount directly diverted or collected to storage (Gallons)	Amount beneficially used (Gallons)
January	0.0	10.0	10.0
February	10.0	1.0	1.0
March	10.0	10.0	10.0

1.3 NAVIGATION BUTTONS

After you open an electronic report, every screen until the end of the report will have three navigation buttons at the bottom. Use these buttons to navigate between pages. *Do not use the browser navigation buttons at the top of your screen.*



» ***Back and Continue***

Click the **Back** button to revisit the previous page. Click the **Continue** button to progress to the next page.

» ***Save Without Submitting***

If you need to leave your computer before the report is complete, we recommend that you click **Save Without Submitting**. When you log back in later, the report will open to the last page you viewed.

NOTE: *If you leave your computer and do not return within 15 minutes, the system will log you out. If this happens, you may have to reenter some information.*

1.4 CHANGE OWNERSHIP, AGENT, OR ADDRESS INFORMATION

If you clicked the hyperlink to change ownership, agent or address information from the water right summary screen, the following form will open in a new window. This form must be filled out by a person authorized to make changes to ownership and address information. Instructions for completing this form are integrated into the form itself, additional information is provided below.

The screenshot shows the California State Water Resources Control Board website. The main navigation bar includes links for Home, About Us, Public Notices, Board Info, Board Decisions, Water Issues, Publications/Forms, and Press Room. The left sidebar features a link to Governor Schwarzenegger's website and a list of resources including Cal/EPA, State and Regional Water Boards' Map, Laws/Regulations, Plans/Policies, Programs, Decisions Pending and Opportunities for Public Participation, Email Subscriptions, Data & Databases, Business Help, Public Records Center, Grants & Loans, Fees, File an Environmental Complaint, Employment, Useful Links, and Website Index. The main content area is titled 'Change of Name / Address or Ownership' and contains instructions for updating water right information. A callout box points to the 'This is a Change Of' dropdown menu, which has three options: 1) Ownership, 2) Address, and 3) Both Ownership AND Address.

GOVERNOR SCHWARZENEGGER
Visit his Website

Home → Water Issues → Programs → Ewrims → Ownership

Change of Name / Address or Ownership

Regulations require the owner of a water right to directly notify the State Water Resources Control Board (State Water Board) with information regarding either a change in the name and/or address of the current water right holder or a change in ownership of the water right (Cal. Code Regs., Title 23, §630-631). All water right correspondence, including the bill for fees, is mailed to the designated **Primary Owner or Agent** at the most recent address supplied to the State Water Board. The Primary Owner and Agent are designated by the co-owners to act on their behalf on water right matters. Please note that the designated Primary Owner is liable for all water right fees.

To inform the State Water Board of any updates to the name or address of the current water right holder

- Complete Box 1 below and,
- Submit the form electronically.

To inform the State Water Board of a change in ownership of a water right

- Complete Boxes 1 AND 2 below and,
- Submit the form Electronically.

If there are multiple owners of this water right

- You must designate a Primary Owner to receive all correspondence from the State Water Board. If there are multiple owners, you must submit additional forms, as necessary, to provide the names and addresses for all owners.

Box 1: Current or New Owner: (complete for Change of Name/Address)

This is a Change Of:

Provide the water right identification number for all that apply:

Application No:	Permit No:	License No:	Statement No:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Small Domestic/Livestock Registration or
Stockpond Certificate No:

Groundwater Recordation No:

Identify the type of change using this drop down box. The three options are:

- 1) Ownership
- 2) Address
- 3) Both Ownership AND Address

» **This is a change of:** If you are changing ownership information but the owner's mailing address is the same address as the outgoing owner, select **Ownership**. If you are changing address information for either an owner or agent, select **Address**. If you are changing both ownership and address information, select **Both Ownership AND Address**.

NOTE: This form is designed to conveniently change ownership and address information related to a single water right. If you want to change ownership and address information for multiple water rights, we recommend that you submit your request via email to ChangeRequest@waterboards.ca.gov.

1.4a Name and Address Change

If the owner or agent's address is changing, select **Address** from the choices listed in the **This is a Change of** drop down menu:

This is a Change Of:

Provide the water right identification number for all that apply:

Application No: Permit No: License No: Statement No:

Small Domestic/Livestock Registration or Stockpond Certificate No: Groundwater Recordation No:

Assessors Parcel Number(s) (APN) Primary Owner Entity Type: (Select One)

associated with the water right:

Primary Owner Name:

Mailing Address:

City, State, Zip:

Phone Number: () E-Mail Address:

Co-Owner Name:

Mailing Address:

City, State, Zip:

Phone Number: () E-Mail Address:

Agent Name:

Mailing Address:

City, State, Zip:

Phone Number: () E-Mail Address:

» **Water Right Identification Boxes:** These boxes appear in the area highlighted in orange. Enter the water right ID number in the box that identifies the type of water right (Application, Permit, License, Statement, Small Domestic/Livestock Registration or Stockpond Certificate, or Groundwater Recordation.)

» **Assessors Parcel Number (APN):** This box appears between the orange and blue areas. Enter the Assessors Parcel Number associated with the water right.

» **Primary Owner Entity Type:** This box appears between the orange and blue areas. A water right can be held by an individual or a group. Select “Individual” from this drop down menu if the owner is an individual. If the owner is a company or group, identify the entity type.

» **Name and Address Boxes:** These boxes appear in the blue area. Enter current name and address information into these boxes. Enter only information that is changing. For example, if the primary owner’s address is changing, but the agent’s address is not, enter the primary owner’s address, and leave the agent boxes blank.

When all required boxes are complete, click the **Submit Changes** button.

1.4b Ownership Change

If the ownership or the agent is changing, complete the boxes required for the address change *and* complete **Box 2: Identification of Person Completing the Form For Change of Ownership** which appears beneath the name and address boxes. Provide identification information about the person making the changes:

Box 2: Identification of Person Completing the Form For Change of Ownership

Name:

I am the following:

☒ I have assigned all my right, title, and interest in the above water right(s) to the party(s) named above.

Mailing Address:

City, State, Zip:

Phone Number: ()

E-Mail Address:

When the form is submitted to the Division of Water Rights, a courtesy copy of the email will be forwarded to the email address indicated below. This will be your dated receipt of submittal. *At present the Water Board is having difficulty sending an automated courtesy copy of this form to HotMail recipients. When the form is received, someone will manually forward a copy of the form to you for your records.*

Confirmation Email to be sent to:

Name:

E-Mail Address:

When all boxes are complete, click **Submit Changes**. The Division of Water Rights will process your change request. You will receive an email confirmation that your change request was received by the Division. If you requested an ownership change, you will receive a confirmation letter via postal mail indicating the ownership change was processed. You may be contacted for clarification purposes.

1.5 FORM ERROR MESSAGE

If you click **Continue** before all required boxes on the page have been completed, you will receive the following message at the top of the screen:

**CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY**
STATE WATER RESOURCES CONTROL BOARD

eWRIMS
Report Management System

 **There is an error in the form. Please scroll down and correct the errors indicated below.**

ANNUAL NOTICE OF GROUNDWATER EXTRACTION & DIVERSION FOR 2009

Recordation Number
G332560

Primary Owner
COACHELLA VALLEY
WATER DISTRICT

Part 2 of 4

4. AMOUNT OF GROUNDWATER EXTRACTED DURING CALENDAR YEAR (Must be a specific number)

Required Field Required Field

If usage is not metered, you may use the [Water Use Estimation](#) form to assist with calculating your water usage.

Enter information into the identified boxes and click **Continue** to proceed.

1.6 REMARKS, SUPPLEMENTAL INFORMATION, AND ATTACHMENTS

If you have supplemental information, remarks, or would like to include attachments, there are three ways to get this information to the Division:

- Remarks section of Permittee and Licensee Reports
- Supplemental Information section of the Groundwater Extraction Notice
- Division of Water Rights email

» **Remarks:** The **Remarks** box is part 6 of 7 on the Report of Licensee and part 7 of 8 on the Progress Report by Permittee. If you complete either of these types of reports, you can type up to 4000 characters into this box. You may also cut and paste up to 4000 characters from another document. The box will not accept tables or spreadsheets. See **Division of Water Rights email** below for instructions on submitting tables or spreadsheets.

» **Supplemental Information:** The **Supplemental Information** box is the last section of part 3 of 4 of the Groundwater Extraction Notice. If you complete this type of report, you can type up to 4000 characters into this box. You may also cut and paste up to 4000 characters from another document. The box will not accept tables or spreadsheets. See **Division of Water Rights email** below for instructions on submitting tables or spreadsheets.

» **Division of Water Rights email:** If you have remarks or supplemental information that cannot be submitted in the two boxes discussed above, submit your information to the Division of Water Rights email address at dwr@waterboards.ca.gov. Emails and attachments submitted to this address will be filed in our official records.

NOTE: *To ensure that your information and attachments are filed correctly, indicate the water right ID in the subject line as well as the year and report type. For example: Subject: Permit 012345, Permittee Report 2009 Attachments*

END CHAPTER 1 – GLOSSARY OF TERMS

agent

water rights term: an agent is the person designated by the water right owner(s) to act on behalf of the water right owner(s).

entity (Primary Owner Entity Type)

Change of Address Form: the entity type identifies the legal standing of the party. Parties related to water rights may be individuals, corporations, or government agencies and departments.

hyperlink

technical term: a hyperlink is a word or series of words on which you can click to open a document or new web page. These words will appear as either blue or purple in the Report Management System.

intake location (point of diversion)

water rights term: an intake location is the same as a point of diversion – the location from which water was taken from a source and into the control of the water right owner. There is only one place in all water rights documents where this term appears, and we will have it removed and replaced with “point of diversion” for the 2011 reporting year.

maximum rate of diversion

Supplemental Statements: the maximum rate of diversion is different from the average rate of diversion. The maximum rate is the one-time highest rate of diversion that occurred in any given month.

Groundwater: the one time highest rate of diversion that occurred at any time during the reporting period.

point of diversion (POD)

water rights term: the POD is the location where water from a source (the source may be an artificial water course) is initially taken under control by the water right holder. Water Code section 1260(e) requires that every application, permit or license have at least one point of diversion. California Code of Regulations title 23, section 715(c) requires that points of diversion must be shown on the project map. The various Points of Diversion types are:

1. Direct Diversion
2. Diversion to Offstream Storage
3. Storage
4. Direct Diversion and Storage
5. Moveable Point of Diversion
6. Various Points of Diversion

points of redirection

water rights term: a point of redirection is a point, other than the point of initial diversion, where controlled water is diverted from a natural stream or an artificial water course that serves as a source of water. California Code of Regulations section 715(c) requires that points of redirection from any natural stream must be shown on the project map.

primary owner

water rights term: the primary owner is one of the water right's co-owners designated by all of the co-owners to act on behalf of the water right holders. The primary owner is the de facto "agent" for the water right, unless an agent has been designated.

Any questions or comments regarding the content of this document can be directed to Marie Hoffman at MHoffman@waterboards.ca.gov